

# Job Posting

Date: September 24, 2013

**Department:** 48th Circuit Court, Allegan County

**Position:** Law Clerk/Bailiff, full-time w/benefits

**Report to:** Assigned Circuit Court Judge

**Current starting wage:** \$24.52 per hour

**Start Date:** Position begins on January 2, 2014

**Responsibilities Summary:** Conduct legal research relative to court proceedings. Serve as bailiff in the courtroom during jury trials. Maintain law library.

**Education:** Graduation from an accredited law school, minimum of a 3.25 GPA. *Must include transcripts with application, or will not be considered.*

## APPLICATION/RESUME DEADLINE:

**October 23, 2013, 4:00pm**

Application available at:

<http://www.allegancounty.org/Government/HR/Index.asp?pt=Government>

Allegan County 48<sup>th</sup> Circuit Court  
Michael J. Day, Court Administrator  
113 Chestnut Street  
Allegan, MI 49010